25X1	Excerpts from R RECORDS MANAGEMENT
	1. GENERAL
	a
	b
	c. RECORDS MANAGEMENT PROGRAM
	• • • • •
	(1)
	(2)
	(3)
	(h) Records Maintenance - The establishment of standard proce-
	dures, systems, equipment and supplies for records mainte-
	nance.
	(5) Records Disposition - The economical and systematic dis-
	position of Agency records including their preservation,
	retention, transfer, protection, and disposal according
! ! :	to approved schedules.
	(6)
	3. RESPONSIBILITIES
	a
	(1)
!	(2)
	(3) Reviewing and approving records control schedules and re-
	quests for equipment, services, and supplies to the extent
	necessary to assure compliance with Records Management Pro- Approved For Release 2005/11/21: CIA-RDP70-00211R000700170004-1 gram requirements.

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_	ACTION		DIRECT REPLY	PREPARE	REPLY
	APPROVAL		DISPATCH	RECOMM	ENDATION
	COMMENT		FILE	RETURN	
	CONCURRENCE	X	INFORMATION	SIGNATU	RE
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
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INITIALS

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CENTRAL INTELLIGENCE AGENCY
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FORM NO. 237 Replaces Form 30-4 which may be used.

U. S. GOVERNMENT PRINTING OFFICE: 1955-O-342531

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